2014 VFRP HANDBOOK
Students Edition

Procedure Manual for the Information Institute's

VISITING FACULTY RESEARCH PROGRAM

Nov 2013

VFRP/Information Institute

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Air Force Research Laboratory/Information Directorate
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AIR FORCE RESEARCH LABORATORY/INFORMATION DIRECTORATE
2014 VISITING FACULTY RESEARCH PROGRAM

TERMS OF AGREEMENT

Under the terms of your contract, you will be expected to accomplish the following:

- Complete 8 to 12 weeks of research between May 5 and September 19.
- Research must be conducted on site at AFRL/RI.
- Submit timesheets and travel reimbursement receipts as required.

In turn you will be compensated as follows:
- Reimbursed for reasonable travel expenses to/from your residence and AFRL/RI.
- An hourly rate commonly based on the following pay scale may consider additional factors deemed provisional by the Advisor to modify these figures:

Pursuing Undergraduate Degree	$ 570/Week ($14.25/hr)
Pursuing Masters Degree	$ 884/Week ($22.10/hr)
Pursuing PhD	$1037/Week ($25.93/hr)

- Timesheets and Expense reports are submitted biweekly on the last day of a biweekly pay period.
- If your permanent residence exceeds 50 miles from AFRL/RI, you are eligible for a daily expense allowance, excluding weekends and federal holidays, if a temporary residence is obtained while at the ARFL/RI.

SUMMER POSITION PROVISIONS AND CONDITIONS

ABSENCES

Absences will not be paid. This includes non-lab sponsored meetings or symposiums. The only exception is, should AFRL/RI sponsor you to attend a meetings/symposium, you will be paid your stipend (and expenses, if allowed).

Student associates are not eligible for paid holidays, vacation days, or sick days. You are paid for actual days worked (based upon an eight hour work day).

HOLIDAYS

The following holidays will <u>not</u> be paid:

- May 26   Memorial Day
- July 4   Independence Day
- September 1   Labor Day

You may make arrangements with your Advisor to make up the unpaid holidays i.e.: working four 10 hour days You may not work more than 40 hours per week.

SICK DAYS

Student associates of the VFRP are **not paid sick days**.

WORK WEEK

The basic work week is five 8 hr days, Monday-Friday. You may not work more than 40 hours per week. **Note:** A break must be taken after a maximum of six hours of work each day.

- May   (21 workdays, 1 holiday)
- June   (21 workdays)
- July   (22 workdays, 1 holiday)
- August   (21workdays)
- September (14 workdays, 1 holiday)

The basic work week is five days, Monday-Friday. Should you opt to work on Saturday and/or Sunday or a holiday, first get your Advisor's approval <u>and annotate this on your stipend/expense voucher</u> stating an adjustment of days worked outside of the basic work week. **Otherwise,** you'll only be paid stipend/expenses for a normal five day work week. Working holidays must be requested by your advisor and preapproved by the Information Institute prior to your arrival.

Note: AFRL/RI facilities are not open on Saturdays, Sundays, or holidays. Please make appropriate arrangements with your Advisor.

WORK PERIOD EXTENSIONS

Our budget is based upon the summer research start and end dates and number of 40 hr weeks worked. If summer research contract is for 10 weeks, you'll be paid 50 weekdays wage and (if you qualify) 50 days meals and housing expense allowance **with the exception of holidays** and other days not worked. Any changes to your start and/or end dates must be cleared through the Information Institute. **There will be no changes to the number of weeks worked without pre-approval.**

FACULTY SPONSORED STUDENTS
Faculty recommended and sponsored students through the VFRP are responsible:

- To work with your sponsoring professor to submit a statement of work to the Advisor including tasks/research students are responsible to assist in and/or complete while at AFRL
- To ensure they are fully aware of their research responsibilities
- To attend weekly status meetings with sponsoring professor to coordinate research effort
- To ask for guidance on the approved research

*Students are **NOT** permitted to work over 40 hours/week.*

RRS Building Entry (Non-duty hours)

All outer pedestrian doors at RRS are locked at 1800 hrs, Monday through Friday, and are locked from Friday at 1800 hrs until Monday at 0530 hrs. During non-duty hours when doors are locked, your RRS entry badge WILL NOT WORK. It is immaterial if you have 24 hour access or duty hour access, badges DO NOT work on locked doors. Phone the BDOC (Base Defense Operations Center) at 330-2961 and identify yourself and your location. After verification against your Division's after hours letter, the access server will be reconfigured by the BDOC Operator, and you may swipe your card as normal.

REMEMBER Your Division Chief determines whether or not YOU POSSESS NON-DUTY HOURS ACCESS; not Security Forces.

15-FEB-2013 (05:48 PM) – James Cooley, RIOF

Prior to starting your summer research at AFRL/RI, you should contact your Laboratory Advisor to coordinate the anticipated research. Direct contact is authorized between the student, sponsoring faculty and/or the Laboratory Advisor. To assist you, listed below are examples of topics for discussion prior to starting your summer research:

- Your summer research topic.
- Your potential local living accommodations.
- Materials or equipment support required (office space, computer hardware/software requirements, etc.).
- Administrative requirements of the AFRL/RI and or supporting facility (parking permits, ID badges, library privileges, etc.).

When coordinating your trip, remember to get exact directions to both AFRL/RI and your Laboratory Advisor's office. If you have any questions, call the Information Institute.

INCOMING/OUTGOING CHECKLISTS

Prior to arrival at AFRL/RI you should receive an electronic copy of RRS Form 36-1, In-Processing Checklist, from the Information Institute office. Complete the column title "CONTRACTOR". This checklist will include all locations that need to be visited once you arrive such as the Security Office for badges, the Computer Security Office for e-mail accounts, etc.
Print and bring a hard copy with you when you come to AFRL/RI

Your first stop should be to Bldg 3W (Security), where you should make arrangements to meet your mentor, fill out pertinent paperwork, and receive your Security Badge. If you are a permanent resident bring your green card with you and keep it on your person at all times.
Upon completion of the entire Checklist, it must be returned to RIOI in Bldg 106, Room B-127. If you are a permanent resident/green card holder bring it with you and keep it on your person at all times.

Seven to ten days prior to your departure, you must obtain a personalized RRS Form 36-2 - Outgoing Checklist. Again complete the column title "CONTRACTOR

TRAVEL

You are strongly encouraged to drive your own car so that you will have means of transportation while at the AFRL/RI site. VFRP does not pay for a rental car during your summer contract. Mileage is estimated using Google Maps following the most reasonable route. You are encouraged to use the lowest cost of airfare that you can find; if you do drive your own car your cost will be limited to the computed cost of air travel. **Travel reimbursement will be limited to $1,000 for a single round trip.**

This benefit is not available for individuals who live within 50 miles of AFRL.

TRAVEL REIMBURSEMENT
The travel reimbursement voucher is for travel to or from the Air Force Research Lab at the start and end of your summer research.

In order to receive reimbursement for travel expenses to and from AFRL, the following must be submitted *within ten (10) business days of arrival* at the facility:
1. Travel Reimbursement Request Form
2. **Original** copies of receipts for claims. If travel and lodging arrangements were made through an online source, please include an itemized receipt with the method of payment and the last 4 digits of your credit card from the travel source where the purchase was made. **Travel insurance is not reimbursed.**

Airfare
When submitting a travel reimbursement form, original copies of boarding passes as well as any receipts for baggage fees should be included. Travel insurance is not reimbursed. Please note that participants who opt to take an early flight and stay in overnight lodging prior to the flight **will not** be reimbursed for their hotel accommodations.

Automobile
The GSA mileage reimbursement rate is $.565 per mile effective January 1, 2013. Mileage is estimated using Google Maps following the most reasonable route.

Car Rental:
There is **no** car rental allowance available through program funding while at AFRL/RI for the summer.

HOUSING
VFRP members are responsible for obtaining their own accommodations during their time at AFRL/RI. Since the local area has limited rental properties and apartments, the Information Institute is exploring the option of blocking off dorm space at one or more of the several nearby colleges. Members should contact the Information Institute at rrsiiweb@us.af.mil or 315-330-4775 if they would like any assistance or recommendations when starting their housing search.

Students who live over 50 miles from AFRL/RI securing a temporary summer residence are eligible to receive $175/week housing allowance and $100/week for meal allowance.

SEMINARS & SYMPOSIUMS
Travel to/from seminars, symposiums, etc. **will not be paid for by AFRL/RI**. If these functions are AFRL/RI sponsored, and/or you and your Lab Advisor determine that your attendance at this function would be directly related to your work on the VFRP, travel arrangements are your sole responsibility - unless your Lab Advisor has access to Research Lab travel funds for you to use. If travel funds are available, **prior authorization from AFRL/RIB**, must be attained before travel takes place to ensure reasonable expense to the government. Again, AFRL/RI can only reimburse you for your initial trip to the lab, and your final trip from the lab to your home; not any intervening travel.

DRESS CODE

There is no official dress code at the Information Directorate. The majority of our staff dresses in what is known as "business casual".

People should avoid wearing clothing or apparel that could lead to a safety issue, be considered sexual harassment, or offensive. Due to the variety of employment and contracting programs we have, it is suggested you think carefully about your attire and choose clothing that is professional and appropriate to the situation. If you doubt you should wear a specific item of clothing to work, do not wear it.

STIPEND/EXPENSE ALLOWANCE

STIPEND AND EXPENSE VOUCHERS
Throughout your summer research position, submit timesheets and expense vouchers to the Information Institute bi-weekly. Timesheets and expense vouchers must be received **by the last working day of a two week period** (i.e. 31 May, 30 June) or payment may be delayed. After a timesheets and expense vouchers are signed by you and your advisor, submit it to the Information Institute processing. The timesheets and expense vouchers will then be forwarded to The Government Supporting Contract Project Director for payment. Payment will be made by check or direct deposit approximately two weeks after submission. **Only original timesheets and expense vouchers with original signatures will be accepted.**

Stipend/Expense Vouchers are designed to to be digitally signed. If no CAC has been issued to the Faculty or Student, manual signatures are required and original vouchers only will be accepted.
1. Signed by Faculty or Student
2. Signed by Advisor
3. Forwarded to Information Institute Office vis email (electronic signatures only) or hand delivered

STIPEND/EXPENSE CHECKS
Stipend and Expense checks may be picked up in the Information Institute office. You will be notified of their arrival.

EXPENSE ALLOWANCE

To be eligible for an expense allowance, students must live over 50 miles from AFRL/RI and secure a temporary summer residence to receive $175/week housing allowance and $100/week for meal allowance.

HOUSING
VFRP members are responsible for obtaining their own accommodations during their time at AFRL/RI. Since the local area has limited rental properties and apartments, the Information Institute is exploring the option of blocking off some dorm space at one or more of the several nearby colleges. Members should contact the Information Institute at rrsiiweb@us.af.mil or call 315-330-4775 for assistance or recommendations when starting their housing search.

AFRL POLICIES

LAP TOP COMPUTERS AND TRANSFER MEDIA

University issued laptop computers are permitted onsite for use on topical research. **Personal computers are not permitted onsite.**

4G network air cards are available through the Information Institute for laptop use while at AFRL/RI to provide wireless internet connectivity for your work. Your advisor must request this on your behalf by contacting the Information Institute.

Transfer media of any kind is not permitted for use on any government issued computer. This includes but is not limited to:

- Thumb Drives
- Flash Drives
- External hard drives
- Camera Memory Cards
- CDs, including music
- DVDs

- MP3 Players
- Cell Phones
- Blackberries
- iPods
- Any tablets
- Media Charging Devices

Don't plug it in!

USB storage devices are not permitted on RAFB networks without prior approval

Organizational Information Assurance Officers can approve Government-owned external, spinning-disk hard drives

Flash and solid-state media, phones, MP3 players, e-readers, and cameras MAY NOT be attached to networked computers, even for charging

USB devices WILL be detected; Failure to comply IS a violation of established policy and may result in administrative or disciplinary action

If in doubt, contact your Organizational Information Assurance Officer or the 78th Communications Directorate Information Assurance Office

Brought to you by AFRL/RIOS Information Assurance, afrl.rios.informationassurance@us.af.mil, 330-4555

Personal Electronic Devices at Rome Research Site

As most who work here know, we have previously banned the possession of personal electronic devices within our facilities. As of now, that is changed – Guidance Memo 33-01, the document that implemented this policy, has expired and won't be renewed. I believe that an organization such as ours should be primarily concerned with how information and communication technology can enable our mission and enhance both productivity and our standard of living, and simply banning personal electronic devices is not consistent with this philosophy. Life is more complex than reflected in a cross-cutting ban – so I'll give you a synopsis below of the key issues that we all must be aware of in order to protect critical information and comply with AF policy in the presence of these devices.

With the expiration of GM 33-001 Rome Research Site is not relaxing its commitment to information assurance, protecting critical information and technology, and to full compliance with higher HQ policy. Much more of the responsibility will now fall to you as an individual to make the right choices.

Both government and privately owned personal electronic devices/media, including cell phones, are allowed within RRS buildings. Use of any devices/media must follow AF policy. Connecting privately-owned personal electronic devices/media to the Air Force network or Air Force devices is prohibited. In addition, the RRS wireless network will be re-activated as part of the Office Automation network in the near future.

It is important that you understand the threat that cell phones present. Cell phones can and do carry malicious code that can transfer to our networks through Bluetooth, WiFi, wired connections, or removable media. In addition, the microphone and camera on your phone can be turned on without your knowledge. My rule of thumb is analogous to what my dad taught me when carrying a rifle: "Always assume it is loaded." When in possession of a cell phone, always assume an adversary is listening and watching.

With these threats in mind it is vitally important you help us defend against these threats by complying with AF policy:

1. You will never connect a cell phone to any government computer or device, to include USB charges, with a wire. You may connect your phone to a power outlet for charging, but never a computer.
2. You will not establish a Bluetooth, WiFi, or infrared connection between a cell phone and any device in or on the RRS properties.
3. While your cell phone is in the RRS buildings you will never remove any media or download any files from your phone to your computer or other devices.

We certainly are not allowing these devices into the areas where classified work is done. You should also strongly consider removing the battery or not allowing phones into meetings or rooms where unclassified but sensitive material is being discussed.

The AF social media guiding principle of "Security at the Source" applies to all IT capability we use. Being aware of and understanding AF policy; and being aware of your surroundings, what information is being shared, and what IT is within your surroundings is critical to implementing "Security at the Source".

APPENDIX

FORMS

CALENDAR OF EVENTS

ROME RESEARCH SITE (RRS) IN-PROCESSING CHECKLIST

NAME (Last, First, MI)						GRADE		START DATE		
ORGANIZATION						POSITION		PHONE		

I = *IN PERSON* **R** = *REQUIRED READING* **N/A** = *NOT APPLICABLE*

CIVILIAN	CONTRACTOR	STUDENT VOLUNTEER STEP	FACULTY	EMERITUS	OFFICE/FUNCTION	BLDG/ ROOM	PHONE	SIGNATURE	DATE CLEARED
I	I	I	I	I	Immediate Supervisor				
I	I	I	I	I	**Staff Agency Security Manager (SASM / OSM)** – Initial Security Briefing				
					– Complete RRS Form 110				
I	I	I	I	I	**Division Personnel Liaison**				
I	I	I	I	I	**Division USLM** – Unit Software License Manager				
I	I	I	I	I	**RIOF (Security Forces)** – Issue RRS Badge (Bring RRS Form 110)	A 3	330-2916		
I	N/A	I	N/A	N/A	**OL-AA, 66MSS/DPCL (Civilian Personnel)** – Entrance Interview	A 116	330-3138		
I	N/A	N/A	N/A	N/A	**RIOW Training**	106/A 122	330-3048		
I	I	I	I	I	**RIOIR (Privacy Act)** – Briefing	106/A 132	330-7552		
I	N/A	N/A	N/A	N/A	**RIOI Case File Training**	106/A 132	330-7552		
I	N/A	N/A	N/A	N/A	**RIOI (Federal Women's Program Overview)**	106/B 126	330-2143		
I	N/A	I	N/A	N/A	**RIFD (Finance)** – JOCAS and Payroll	106/C 101	330-7646 330-4684		
I	N/A	I	N/A	N/A	**RIFDP** – Travel/DTS	106/C 117	330-7389		
I	I	I	I	I	**RIOS (Communications/Computer)** – Computer User Account @ Network Control Center	106	330-7275		
R	R	R	R	R	**RIOS Information Assurance** – IAAC Training https://org2.eis.afmc.af.mil/sites/ri/rios/site/docs/ia/adls_instructions.pdf		330-7275		
I	I	I	I	I	**AFRL DET 4/SE (Safety)** – Local Conditions II – ORM Computer Based Training https://golearn.csd.disa.mil/kc/login/login.asp#	106/D 221 106/D 221 106/D 221	330-3132 330-7233 330-3383		
I	I	I	I	I	**AFOSI (Call For Appointment)**	106/W 164	330-4612		
R	N/A	R	R	R	**RIJ (Staff Judge Advocate)** – Ethics Briefing	106/O 212	330-2087		
R	N/A	N/A	N/A	N/A	**RIOLT Office** – Vehicle Control Officer	2/A 113	330-4143		
Last Item ✓	Last Item ✓	Last Item ✓	Last Item ✓	Last Item ✓	**RIOW (Workforce Relations)** – Employee Returns This FORM (RRS 36-1) To RIOW (May be Returned through RRS Interoffice Mail)	106/A 117	330-3138		

PREVIOUS EDITIONS ARE OBSOLETE

ROME RESEARCH SITE (RRS) OUT-PROCESSING CHECKLIST

NAME (Last, First, MI)								GRADE		START DATE	
ORGANIZATION					☐ I will be in-processing under a new employer			POSITION		PHONE	

I = IN PERSON	R = REQUIRED READING	N/A = NOT APPLICABLE								
CIVILIAN	CONTRACTOR	STUDENT ☐ VOLUNTEER ☐ STEP	FACULTY	EMERITUS	OFFICE/FUNCTION	BLDG/ ROOM	PHONE	SIGNATURE	DATE CLEARED
I	I	I	I	I	**Immediate Supervisor /Division FARM** – Case Files				
I	I	I	I	I	**Government mentor** – Out Briefing – Turn In Room Keys (Building Facility Manager)				
I	I	I	I	I	**Staff Agency Security Manager (SASM/OSM/TA)** – Security Briefing – Complete AF Form 2587 (Terminate Clearance)				
N/A	I	N/A	I	I	– Clear Contractors From CVS System (TA)				
P	P	P	P	P	**Branch ADPE** – Phone number will be provided by branch secretary				
I	I	I	I	I	**Division Personnel Liaison**				
I	I	I	I	I	**Division USLM** – Unit Software License Manager				
I	N/A	N/A	N/A	N/A	**RIOI (Information Services)** – Turn in Official Passport (if applicable) – Rescind Blanket Travel Order (if applicable)	106/B 127	330-3894 330-2143		
I	N/A	I	N/A	N/A	**RIFD (Finance)** – JOCAS and Payroll	106 /C 101	330-7646 330-4684		
I	N/A	I	N/A	N/A	**RIFDP** – Travel/DTS	106/c 115	330-7389		
I	N/A	I	N/A	N/A	**RIFDP** – CSA/Government Travel Card	106/C 117 106/O 123	330-7389 330-4774		
I	N/A	I	N/A	N/A	**RIF** – Quality assurance (QA) **FM Personnel Only	106/O 117	330-2933 330-3622		
I	N/A	I	I	I	**RIJ (Staff Judge Advocate)** – conflict of Interest Briefing	106/O 212	330-2087		
P	N/A	N/A	N/A	N/A	**RIOW Training**	106/A 122	330-3048		
P	N/A	N/A	N/A	N/A	**RIKO (Operational Contracting)** – cancel Government Purchase card account	106/F 136	330-4779		
P	P	I	I	I	**RIOIL (Technical Library)** – Open Literature circulation Desk	3/131	330-7600 330-7607		
					– Secure Room Technical Reports	3/131	330-7600		

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ROME RESEARCH SITE (RRS) OUT-PROCESSING CHECKLIST

CIVILIAN	CONTRACTOR	STUDENT ☐ VOLUNTEER ☐ STEP	FACULTY	EMERITUS	OFFICE/FUNCTION	BLDG/ ROOM	PHONE	SIGNATURE	DATE CLEARED
P	N/A	N/A	N/A	N/A	**RIOLT** – Vehicle Control Officer	2/A 113	330-4143		
P	P	P	P	P	**RI-SSO (Special Security)**	3 West/C 2	330-3406		
I	N/A	N/A	N/A	N/A	**RIOW (Workforce Relations)** – Exit Interview, Retirement	106/A 126	330-3644		
I	I	N/A	N/A	N/A	**RIOLSE (Materiel Management Function)** – Equipment Subcustodian – Individual Issue – Service Store/Bench Stock card(s) – LRS Data Base	2 2 2 2	330-3264		
I	I	I	I	I	**RIOS (Communications/Computer)** – computer Security /User account	106/STE W 2	330-7275		
P	P	P	P	P	**RIOS (Communications/Computer)** – Personal Wireless communications		330-4586		
					– Pagers/Blackberries		330-4586		
					– COMSEC		330-2684		
					– Phone cards		330-7275		
P	N/A	N/A	N/A	N/A	**RIOI (Information Services)** – File Checklist/Case Files	106/A 132	330-7552		
I Last Item	I Last Item	I Last Item	I Last Item	I Last Item	**RIOF (Security Forces)** – Turn in RRS Badge – Turn in common access card (cac) – Employee Signs/Dates THIS FORM (RRS 36-2) & Leaves with RIOF who will forward to RIOW	3/102	330-2916		

I = IN PERSON   R = REQUIRED READING   N/A = NOT APPLICABLE

I CERTIFY THAT I HAVE CLEARED ALL ITEMS REQUIRED BY THIS CHECKLIST

EMPLOYEE SIGNATURE	DATE

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2014 Visiting Faculty Research Program Schedule

- November 30, 2013: VFRP Application posted on AFRL/RI website
- January 24, 2014: VFRP Applications due to AFRL/RIB
- Early March: VFRP selection notification
- March 21, 2014: VFRP Selectees acceptance letters due
- April 30, 2014: Contracts Completed
- May 5, 2014: Visiting Faculty Research Program begins
- May 26, 2014: Memorial Day (HOLIDAY)
- July 4, 2014: Independence Day (HOLIDAY)
- September 1, 2014: Labor Day (HOLIDAY)
- September 19, 2014: Visiting Faculty Research Program ends
- September 30, 2014 All VFRP Advisor Approved Final Reports due

ACKNOWLEDGEMENT

By my signature, I acknowledge I have read and understand the Information Institute policies, procedures, and requirements as explained in the 2013 Visiting Faculty Research Program Handbook.

NAME/SIGNATURE:

DATE:

Submit this signed acknowledgement to the Information Institute via email rrsiiweb@us.af.mil or fax 315-330-4547.